To,

[Name of Recipient]

[Address of Recipient]

Date:

**Subject: Confirmation Letter to Friend for the Gift**

Dear [name of Recipient],

Thanks a lot for the gift that you sent me. I am so happy and grateful to you and I am writing this letter to confirm that yesterday, I got that beautiful gift that you sent me for my birthday. This gift is as special as you are and it’s such a blessing to have a friend like you.

Thanks a lot once again my dear friend. Always stay blessed and stay happy forever.

Sincerely Yours,

[Sender Name]

[Sender Signature]

[Sender Address]